

# Collegiate Apprenticeship Relations Manager

Colorado Department of Higher Education

**POSTING DATE:** December 21, 2021

**CLOSING DATE:** Open until filled

**COMPENSATION:** \$65,000-\$70,000/Annually

## DESCRIPTION OF JOB:

In 2019, the Colorado Department of Higher Education (CDHE) and the Colorado Community College System (CCCS) were awarded a \$12 million grant from the United States Department of Labor to increase healthcare apprenticeships connected to institutions of higher education within the state of Colorado.

Reporting to the Director of Collegiate Apprenticeships, the collegiate apprenticeship employer relationship manager is a key staff member of the collegiate apprenticeship team at the Colorado Department of Higher Education (CDHE).

The collegiate apprenticeship employer relationship manager works closely with colleagues in the Colorado Community College System (CCCS) and leads a team of two apprenticeship consultants to execute and manage a coordinated strategy to identify, cultivate, and develop relationships with related healthcare employers who seek to create and expand collegiate apprenticeship programs.

The collegiate apprenticeship employer relations manager works within a dynamic ecosystem of state and local partners across education, higher education, workforce and business seeking to expand apprenticeships in Colorado. This a temporary, grant funded position available through July 14, 2023.

## Essential Duties & Responsibilities

### Employer Engagement and Supervision

- Creates, executes, and manages a coordinated, data informed employer engagement strategy for collegiate apprenticeships the goal of increasing the number of healthcare apprenticeships in Colorado and meeting grant goals
- Leads outreach to national and state-wide healthcare employers; coordinates apprenticeship consultants staff to conduct outreach to small and medium sized employers
- Convenes groups of employers to further support their efforts to develop and expand collegiate apprenticeships
- Hires, trains, and supervises two apprenticeship consultants to further employer engagement with small and medium sized employers
- Acquires technology and develops a process for to identify, track, and report on employer engagement
- Collaborates with CDHE's Director of Industry Partnerships and coordinates their work within a dynamic system of state agencies, CCCS, and institutions of higher education

### Coordinate Workflow

- Collaborates closely with CCCS and the Colorado Department of Labor Employment (CDLE) to coordinate workflow and ensure a seamless experience for employers who seek to create collegiate apprenticeships
- Makes appropriate and timely referrals to staff members at CCCS and CDLE
- Refines coordinated workflow as necessary based upon feedback and needs of multiple stakeholders

**Reporting**

- Collaborates with collegiate apprenticeship team to assess employer outcomes including returning employer return on investment, employer success stories, and areas of improvement
- Collaborates with collegiate apprenticeship team to communicate employer engagement outcomes
- Contributes to quarterly grant reports

**OTHER DUTIES & Responsibilities**

- Serves as a productive member of the CDHE's Student Success and Academic Affairs team
- Attends CDHE and CO HELPS meetings
- Other duties as assigned

**QUALIFICATIONS:****MINIMUM REQUIRED QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university
- Outstanding interpersonal verbal and written communication skills with ability to convey complex information as simply as possible
- Ability to create and sustain mutually beneficial relationships with external and internal customers/clients

**PREFERRED QUALIFICATIONS:**

- Relevant experience in the healthcare industry, workforce development, employee recruitment and or higher education is a plus
- 1-3 years experience supervising employees
- Experience creating and executing a constituent engagement strategy
- Commitment to equity and inclusion with ability to integrate equity and inclusion into work
- Proficiency with Microsoft Office applications including Word, Outlook, Excel, & PowerPoint
- Experiencing utilizing constitute engagement software platforms

*As a condition of employment employees will be required to attest to and verify that they are fully vaccinated for COVID-19, or submit to twice weekly serial testing. This offer is therefore contingent upon your attesting to your vaccination status with proof of vaccination within three (3) business days of first day of work, or participating in twice-weekly serial testing for COVID-19. Testing will take place in-person and will be considered paid work time. Be advised that "fully vaccinated" means two (2) weeks after a second dose in a two-dose series of the COVID-19 vaccine, such as the Pfizer or Moderna vaccine, or two (2) weeks after the single-dose vaccine, such as Johnson & Johnson's Janssen vaccine, as defined by the State of Colorado's Public Health Order and guidance issued by the Colorado Department of Public Health & Environment*

**WORKING CONDITIONS**

Works in normal office environment and regularly travels to industry sites and postsecondary campuses. Does not require physical activity other than that typically utilized in such a setting, working with standard office equipment such as phone, fax, and personal computers. The department is currently working from home and is expected to resume working in an office environment sometime in 2022. You must reside in the State of Colorado to work for the Department.

**Benefits:**

- The Colorado Department of Higher Education offers benefits for this position which include medical, dental, vision, and life insurance available to the employee and eligible dependents on a cost share basis between employee and the Department.
- Disability insurance is provided at no cost to the employee.

- Paid leave time is accrued at 14 hours per month for vacation leave and 10 hours per month for sick leave. There are 10 paid holidays in a calendar year.
- Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA)

#### **APPLICATION PROCEDURES:**

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

[HR@dhe.state.co.us](mailto:HR@dhe.state.co.us)

Or:

Colorado Department of Higher Education  
Attention: Human Resources  
1600 Broadway, Suite 2200  
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

**Application Deadline:** Position will remain open until filled. Application review begins immediately and position start is immediate. Employment is contingent on successful completion of a criminal background check.

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at [HR@dhe.state.co.us](mailto:HR@dhe.state.co.us) or call 720.264.8575.